

**595 - School-Wide Heading Procedure**

Approved by GWA Board of Directors 11/19/2015

All assignments submitted on lined paper should include the GWA School-Wide Heading. This is to be observed in all subject areas and across all grade levels (see below for specific guidelines).

Grades K-1: Student is responsible for Name, Date, and Title of Assignment

Grades 2-8: Student is responsible for Name, Date, Teacher, Subject, and Title of Assignment